



Te Marae Ora (TMO) Ministry of Health
GOVERNMENT OF THE COOK ISLANDS

PO Box 109 Rarotonga Cook Islands Phone (682) 29664 Fax (682) 23109 www.health.gov.ck

POSITION SUMMARY

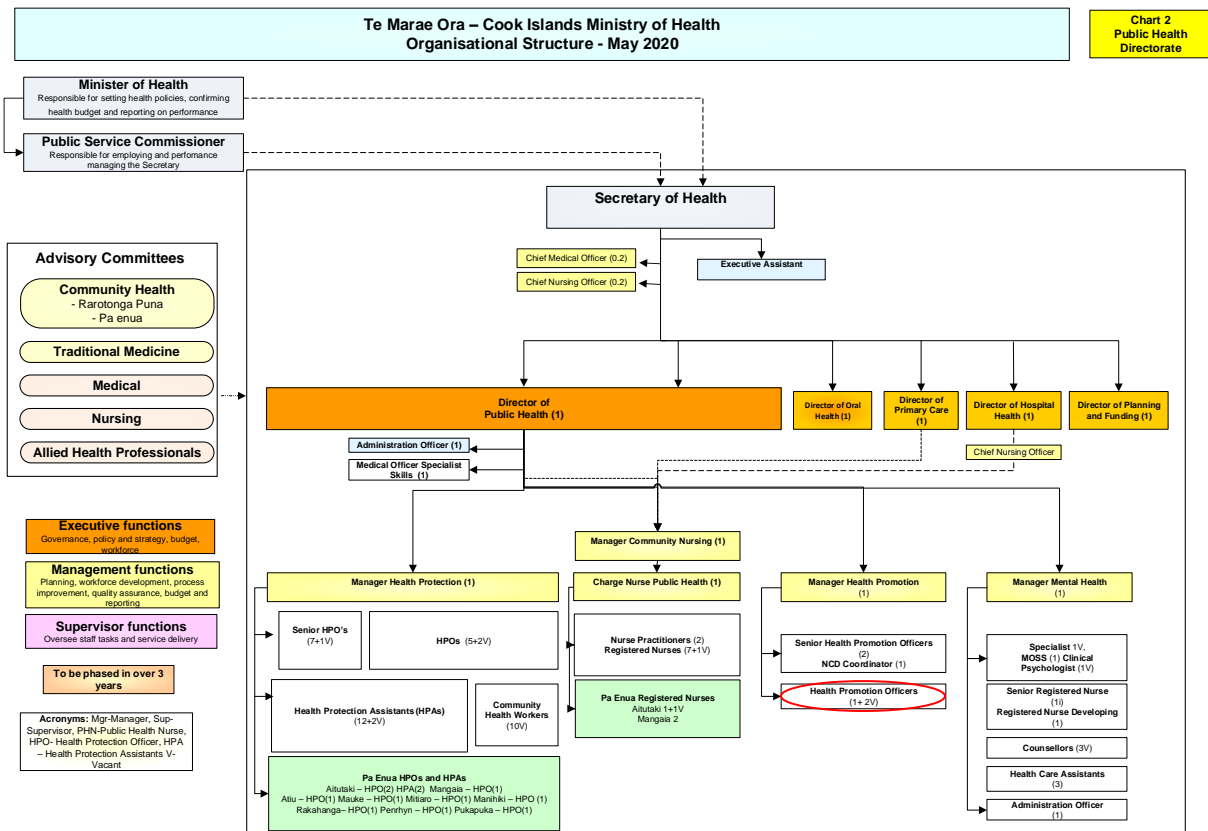
Job Title:	Health Promotion Officer
Division:	Public Health
Responsible To:	Manager Health Promotion
Responsible For:	Nil
Job Purpose:	This role provides health promotion services (on non-communicable disease, communicable diseases, and violence and injury prevention) for Te Marae Ora (TMO) Ministry of Health. They are responsible for implementing public health policy measures to inform quality and evidence-based interventions. They work collaboratively with other health professionals to deliver services. This role provides periodic reports to the Manager of Health Promotion.
Job Classification:	G – T4 Mid-Level Specialist
Date updated:	May 2020

AGENCY VISION AND VALUES

Vision: All people living in the Cook Islands living healthier lives and achieving their aspirations.

Values: Equity, Quality, Integrity, People focused, Accountability and Respect

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6) Job holder is accountable for:	Key Performance Indicators (SMART) Job holder is successful when:
<p>Strategic and operational excellence</p> <ul style="list-style-type: none"> • Provide periodic reports to the Manager • Ensure work meets established quality standards • Ensure health information systems are robust and inform quality health protection services • Ensure protocols and guidelines promote quality services/care • Treat complaints as an opportunity to improve and implement changes required 	<ul style="list-style-type: none"> • Quality reports submitted in a professional and timely manner • Quality service delivery maintained • Health information systems are robust and support informed decision making • Protocols and guidelines implemented effectively • Service delivery continuously improves
<p>Quality care</p> <ul style="list-style-type: none"> • Ensure documents and reports are filled correctly and accurately • Ensure the efficient delivery of work programmes and reporting • Ensure data collected is managed appropriately through information systems • Apply inquiry, research and critical thinking to improve practice and services • Perform other duties as required 	<ul style="list-style-type: none"> • Documents/reports are complete and accurate • Work delivered to timelines, within budget and reported on • Efficient information management • Innovative solutions implemented to strengthen practice/service delivery • Service area and TMO functions effectively
<p>Health determinants and risk factors</p> <ul style="list-style-type: none"> • Implement health protocols, policies and guidelines • Assess the impact of interventions on the population or influencing behaviour change • Conduct research on best practice and information to improve standard of service delivery • Integrate cost-effective and preventative interventions in primary care and community health settings • Collect data on risk factors and conduct research on related health effects 	<ul style="list-style-type: none"> • Protocols, policies and guidelines are implemented effectively • Population health interventions are regularly reviewed • Service delivery improves as a result of evidence-based interventions • Integrated community health services • Innovative, appropriate and evidence-based solutions are developed
<p>Health interventions</p> <ul style="list-style-type: none"> • Facilitate the prevention and early intervention of communicable diseases (such as sexually transmitted infections) • Integrate promotion services (family planning, sexual health) with other health programmes (child/maternal health) • Implement plans to address road safety, violence and injury prevention • Advocate for policies that create enabling environments (smoke free homes etc.) • Mitigate environmental risk factors (obesogenic environment, unhealthy food marketing) 	<ul style="list-style-type: none"> • Quality prevention of communicable diseases • Well integrated community health services • Plans are developed and implemented effectively • Enabling policies optimise public health outcomes • Mitigation measures are regularly reviewed and improved
<p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrate the Public Service and TMO values and contribute to positive team culture • Participate in relevant training and professional development opportunities • Contribute to the division's goals with great ideas and excellent performance 	<ul style="list-style-type: none"> • Embrace Public Service and TMO values • Training contributes to improved performance • Division achieves its targets • Performance appraisals submitted on time

<ul style="list-style-type: none"> • Complete performance appraisals in a timely manner • Continuously improve work performance • Monitor performance and always keep Manager informed of work progress 	<ul style="list-style-type: none"> • Always seeking and implementing better ways of doing work • Manager reports excellent performance
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WORK COMPLEXITY

1	Analyse and troubleshoot complex problems
2	Ensure evidence-based solutions are communicated to communities affected
3	Develop/update plans to promote influence/change individual behaviour

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (*Explain the authority if any*)

Financial	Nil
Staff	Nil
Contractual	Nil

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. (*List the external and internal types of functional relationships*)

Internal	Nature of Contact	External	Nature of Contact
TMO Executives and Manager Clinicians, nurses, allied health, public health staff	Reporting, service delivery (<i>Influencing-Medium</i>) Service delivery, training, reporting (<i>Influencing-Medium</i>)	General Public Community groups, government agencies Regional, International health organisations	Service delivery (<i>Interact/Serve</i>) Planning, policy development, reporting, technical assistance (<i>Interact/Serve</i>)

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> • Bachelor of Health Science or equivalent 	<ul style="list-style-type: none"> • Post graduate qualification in Public Health or equivalent

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none"> • Minimum four years' experience in public health or equivalent 	<ul style="list-style-type: none"> • Over four years' experience in public health, epidemiology, biostatics or equivalent

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> • Strategic health policies and legislation • Ability to design, implement, monitor and evaluate evidence-based strategic and operational plans • Ability to lead, manage, train, and counsel people to change behaviours • Ability to influence and negotiate with others to provide resources for health services • Engage and build trust with people, communities and key stakeholders
Advanced	<ul style="list-style-type: none"> • Ability to administer health and government legislation e.g. Health Act, Public Health Act, MFEM Act, PS Act, PERCA Act and Official Information Act • Excellent written and spoken Cook Islands Maori and English • Excellent people, interpersonal and communication (written/verbal) skills • Excellent risk communication skills and ability to speak confidently in public • Ability to develop operational policies, protocols and guidelines • Analyse situations, apply critical thinking and implement solutions in the provision of health services • Ability to manage complex health issues with limited resources • Ability to troubleshoot difficulties encountered with clients and implement appropriate solutions • Ability to counsel health system users experiencing emotionally trying health care situations/trauma • Ability to mediate problems between staff to achieve agreeable outcomes • Ability to complete written/verbal reports to a high degree of accuracy • Ability to contribute to the body of knowledge in health specialist fields • Excellent use of computers, software (Microsoft Office) and health information systems
Working	<ul style="list-style-type: none"> • Ability to articulate TMO's vision through service delivery • Keep up to date with evidence and trends in healthcare service delivery • Health system operations and services in hospital and community settings • Excellent workforce, financial, information and risk management • Ability to manage and account for any charges that apply for services
Awareness	<ul style="list-style-type: none"> • Political issues associated with health care in the country • National strategic plans and policies and relation to health • Regional and global health, social and economic developments • Role of media and risks of misinformation misleading the public

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

Secretary of Health

Date

Employee

Date